

MADERA COUNTY

SENIOR SHERIFF'S OFFICE ASSISTANT

DEFINITION

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing a variety of specialized secretarial and clerical work in support of the Sheriff's Department including to maintain and update Sheriff's Department warrants and records; to answer the telephone, receive office visitors, and provide information and assistance regarding functions, responsibilities, and policies of the assigned area of the Sheriff's Department; to perform a variety of technical tasks relative to assigned areas of responsibility; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Sheriff's Office Assistant class series. Positions at this level are distinguished from the next lower classification level of Sheriff's Office Assistant II by the complexity and difficulty of the work performed. Positions at this level possess a significant level of specialized, technical or functional expertise beyond that expected at the journey level. Positions at this level require highly specialized knowledge, abilities, skills and experience, and often exercise independent judgment in the performance of their duties. The advanced journey level Senior Sheriff's Office Assistant class provides lead supervision and training to assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Leads, plans, reviews, and participates in the work of staff responsible for providing a variety of specialized secretarial and clerical work in support of the Sheriff's Department; trains assigned employees including in the areas of work methods, techniques, and the use and operation of computer and communication equipment; verifies work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable policies and procedures; prepares monthly payroll for the assigned area of the Sheriff's Department; monitors and maintains records of leave balances, overtime, and other personnel-related information; monitors, updates, and maintains budget balance records; orders and maintains an inventory of office supplies and appropriate law enforcement forms; prepares and processes purchase orders for assigned operations; authorizes payment of bills; performs the full range of duties in the assigned area of work; transcribes tapes involving confidential information and /or high profile cases; answers the telephone and receives office visitors; responds to inquiries and requests for information in accordance with applicable laws, codes, and regulations; refers callers and visitors to appropriate staff; maintains, process, and update logs, records, and files pertaining to assigned Sheriff's Department areas; receives, types, copies, sorts, files, and distributes a variety of records, reports, materials, and documents including crime reports, bulletins, memoranda, records, coroner cases, and correspondence; processes applications and issues special permits and licenses; collects fees and issues receipts for monies received; prepares deposit records and reconciliation reports for monies collected; prepares and completes forms; locates, compiles, and prepares information as requested by Department staff, other departments, and outside agencies in accordance with applicable laws, codes, and regulations; compiles and prepares detailed information and statistics for files, cases, and reports; prepares a variety of reports and summaries as assigned; receives, sorts, and distributes mail; performs a variety of office assistance work including extensive record keeping functions; operates a variety of office equipment; operates a computer terminal to input data and

retrieve information including entering, confirming, updating, retrieving, and printing documents; operate Department radio and communication equipment.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a Sheriff's Department office support program.

Principles of lead supervision and training.

Methods and techniques of office assistance and records maintenance related to the area of work assigned.

Operational characteristics of computer and communications equipment used in the area of work assigned.

Policies, procedures, functions, and regulations of the Sheriff's Department related to the area of assignment.

Pertinent Federal, State, and local laws, codes, and regulations regarding records maintenance, police reports, and information release.

Modern office practices, methods, and computer equipment.

English usage, spelling, grammar, and punctuation.

Basic mathematical principles.

Basic financial and statistical record keeping.

Skill to:

Operate Sheriff's Department computer systems.

Operate modern office equipment including computer equipment.

Type at a rate of 45 words per minutes from clear, legible copy.

Ability to:

Plan, organize, and review the work of office support staff in the area of work assigned.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult and complex specialized Sheriff's Department office assistance, records maintenance, and administrative functions.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Assume responsibility and exercise judgment in a variety of situations, while recognizing scope of authority.

Prepare clear, concise correspondence and reports.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries for information regarding Sheriff's Department policies and procedures.

Understand and follow oral and written instructions.

Deal tactfully and courteously with the public and other County staff when providing information about Sheriff's Department records, functions, and policies.

Communicate clearly and concisely, both orally and in writing.

Madera County
Senior Sheriff's Office Assistant (Continued)

Ability to:

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible police records, crime reporting, and administrative experience including some supervisory experience.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995